

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**Class Title: Police Training and Development Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Supervises the administrative functioning of the training division in terms of curriculum, testing, adherence to mandates and proper work flow. Supervises administrative and support staff. Advises division and departments on training and organizational development issues.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides administrative oversight by approving finance purchases, approving time-off, reviewing injury reports, reviewing evaluations, restructuring tasks to increase efficiency, incorporating organizational and work flow change into standard operating procedures, serving on advisory boards, and working with recruits for eligibility or other benefits or work related issues.
2	S	Oversees training and development issues by overseeing all testing in the academy, reviewing testing and grading procedures, reviewing lessons plans, handouts and materials, insuring that instructors are teaching objectives, and teaching courses. Teaching recruit and incumbent officers in such topics as study skills, adult learning, learning theory, diversity/human relations, sexual harassment and public speaking.

CSC Adopted: October 2001 CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Two years experience in Training and Development, Human Resources or management.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read legal documents, training manuals and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write standard operating procedures, training manuals, letters and correspondences.
Managerial	Managerial responsibilities include managing staff and planning training.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires direct supervision of regular staff and the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects.

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Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, memo/training supply distribution, public speaking, presentations, teaching classes, supervision
Sitting	F	Computer, desk work filing, answering telephone, driving
Walking	O	To/from departments, inter-office, office equipment
Lifting	R	Boxes, reports, files, office supplies
Carrying	R	Boxes, reports, files, office supplies
Pushing/Pulling	R	Boxes
Reaching	R	Boxes
Handling	F	Boxes, reports, files, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing, typing
Kneeling	R	Retrieval/return of files to cabinet drawers
Crouching	R	Moving boxes
Crawling	R	Moving boxes
Bending	R	Moving boxes
Twisting	R	Moving boxes
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, filing, public speaking, presentations, teaching classes, driving
Hearing	C	Telephone, co-workers, staff, classroom attendees, supervisors, meetings
Talking	C	Telephone, co-workers, staff, classroom attendees, supervisors
Foot Controls	R	Driving
Other (specify)	N	

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Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, laminating machine, Standard Microsoft Windows and Office software, PeopleSoft, Advantage Financial System software (AFIN), MS Publisher

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	N
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)